



## DEPARTMENT OF THE NAVY

DIRECTOR, SPACE AND NAVAL WARFARE  
INFORMATION TECHNOLOGY CENTER  
2251 LAKESHORE DRIVE  
NEW ORLEANS, LA 70145-0001

Canc frp: Oct 02

SPAWARINFOTECHCENNOTE 5216  
ITC25

18 Oct 2001

### SPAWARINFOTECHCEN NOTICE 5216

Subj: "BY DIRECTION" SIGNATURE AUTHORITY

Ref: (a) SECNAVINST 5216.5D  
(b) U.S. Government Printing Office Style Manual  
(c) U.S. Navy Regulations 1990

Encl: (1) Individuals Authorized to Sign "By Direction"

1. Purpose. To issue a listing of personnel authorized to sign routine Space and Naval Warfare Information Technology Center (SPAWARINFOTECHCEN) "By direction" correspondence. All correspondence, e.g., letters, directives, and memoranda will adhere to the guidelines in references (a) and (b).

2. Cancellation. SPAWARINFOTECHCENNOTE 5216 of 13 Dec 00.

### 3. Action

a. Per references (a) through (c), personnel listed in enclosure (1) are authorized to sign "By direction" on routine matters pertaining to their respective areas of responsibility. The Deputy Director, SPAWARINFOTECHCEN (ITC01) and the Senior Military Advisor, SPAWARINFOTECHCEN (ITC02) are authorized to sign all SPAWARINFOTECHCEN correspondence over their title, or "By direction." Authorized personnel are required to familiarize themselves with, and be guided by, the provisions of reference (a), when signing "By direction" correspondence. The Director, SPAWARINFOTECHCEN, will sign correspondence, which addresses the following:

(1) General matters of policy or changes in policy.

(2) Matters of a condemnatory nature.

(3) All correspondence indicating strong concurrence/disagreement, recommendation of approval/disapproval, or opinions to higher authority concerning Department of Defense policy.

(4) Congressional responses.

(5) All correspondence in response to letters from flag officers; major commands; civic, local, and state officials; and industrial leaders of appropriate status.

b. All "By direction" correspondence will be forwarded to the Administrative Management Department, SPAWARINFOTECHCEN (ITC25) for:

(1) Review for compliance of references (a) through (c) and this notice.

(2) Typing and routing for signature.

(3) Serialization, date, and mailing after signature.

c. SPAWARINFOTECHCEN Millington, TN and Washington, DC detachments will call to request a serialization number from SPAWARINFOTECHCEN Administrative Department at commercial (504) 697-1045/1048 or DSN 647-1045/1048. Upon receipt of the serialization number, the detachments will serialize, date, and fax a signed copy of the completed correspondence to (504) 697-1197 or DSN 647-1197 for retention in command files.

4. Cancellation contingency. This notice will cancel upon receipt of a new notice bearing the same subject.



H. DALE GALLOWAY

Distribution: (SPAWARINFOTECHCENINST 5218.1)  
Lists A, B, and C

SNDL:  
SPAWARINFOTECHCEN DET MILLINGTON, TN  
SPAWARINFOTECHCEN DET WASHINGTON, DC

INDIVIDUALS AUTHORIZED TO SIGN "BY DIRECTION"

<u>CODE</u>	<u>BILLET TITLE</u>	<u>NAME</u>
ITC01	Deputy	Mr. Michael J. Kirsch
ITC02	Senior Military Advisor	CAPT R. R. Senter, Jr.
ITC10	Director, Strategic and Performance Management	Ms. Jacqueline L. Goff
ITC20	Director, Business Operations	Mr. John A. Burden
ITC30	Director, Systems Engineering and Integration	Mr. Charles Polk
ITC40	Director, Segment Management	Ms. Cheri G. Couchis
ITC50	Director, Information Technology Services	Mr. Michael S. Loria
ITC00L	Director, Legal Affairs Office	Mr. Ray Johansmeier
ITC00E	Director, Special Emphasis Program Office	Mr. K. J. Brazley
ITC49	Director, SPAWARINFOTECHCEN DET Washington, DC	Mr. Robert W. Banks
ITC101	Director, SPAWARINFOTECHCEN DET Millington, TN	Mr. John B. Stroupe
ITC25C1	Travel Coordinator	Ms. Patricia Emerson
ITC25	Alternate Travel Coordinator	Ms. Kathy Vargo

Enclosure (1)